

Records & Archives Mgt Committee

Minutes

June 6, 2007

3:00pm

Town Clerk's Office, 55 Main Street

Minutes

Present: Jane Hinckley, Bob Oliphant and Kaari Mai Tari.

Records Management Issues

K. Tari reported that a drainage system will be installed in the basement of town hall later this summer and Department Heads have been advised that they need to prepare their records to be moved from the basement. This is a good opportunity to organize town records and archives.

There needs to be a 4' clearance from the walls along the entire inside perimeter of the building. Since there is not place in the basement to move those records currently against the wall and the stone dust from jack hammer use will certainly affect some of the records, it would be prudent to remove all records from the basement while the work is being done.

Potential locations for the temporary move of records include the following:

1. Millennium school administration building at 23 Depot St. (load bearing of the floor needs to be checked).
2. Old Engineering trailer at the old highway garage (could be moved to town property next to the fire station for temporary storage – load bearing needs to be investigated).
3. Old Graniteville Fire Dept. building (if Recreation Dept. moves from there to the town farm building, some room would be available upstairs, though second floor storage is not ideal. Chief Rochon needs to be approached about temporary storage in one of the bays.)

Grants

Following a brief discussion on grant funding sources, it was decided that NHPRC (National Historical Publications & Records Commission) grants should be pursued this year rather than NEH (National Endowment for Humanities), as the scope of the NHPRC grant for detailed processing projects seems like a better match for the current projects that were recently supported with community preservation funding.

K. Tari has contacted NEDCC (North East Document Conservation Center) to schedule the collection level conservation survey. The findings of the survey will better support NEH funding in the future.

Meeting schedule

Members discussed meeting more frequently to work on both grant proposals and records management and preservation issues. The next committee meeting will be Friday, June 22nd from 2:00pm – 3:00pm in the library and then move to the Town Clerk's office for a work session. The meeting schedule will be discussed at greater length then. The proposed work sessions will be held regularly beginning at 3:00pm in the Town Clerk's office on the 2nd and 4th Fridays of each month and a meeting will be held on the 4th Friday of each month at the library from 2:00pm – 3:00pm. This may be posted as follows:

Date	Time	Reason	Location
June 22, 2007	2:00pm – 3:00pm	Meeting	Library
June 22, 2007	3:00pm	Work session	Town Clerk's Office
July 13 th	No work session	Kaari is away	
July 27, 2007	2:00pm – 3:00pm	Meeting	Library
August 10, 2007	3:00pm	Work session	Town Clerk's Office
August 24, 2007	2:00pm – 3:00pm	Meeting	Library
August 24, 2007	3:00pm	Work session	Town Clerk's Office
Sept 14, 2007	2:00pm – 3:00pm	Meeting	Library
Sept 14, 2007	3:00pm	Work session	Town Clerk's Office

The meeting adjourned at 3:50pm.

Respectfully submitted,

Kaari Mai Tari